

Minutes of the Finance Committee

Wednesday, October 17, 2012

Chair Haukohl called the meeting to order at 8:45 a.m.

Present: Supervisors Pat Haukohl, Richard Morris, Dan Draeger, Cathleen Slattery, Bill Zaborowski, Larry Nelson, and Pamela Meyer.

Also Present: Chief of Staff Mark Mader, Budget Manager Keith Swartz, Budget Specialist Linda Witkowski, Business Manager Lyndsay Johnson, Deputy Inspector Jim Gumm, Inspector Eric Severson, Parks System Manager Duane Grimm, Medical Examiner Dr. Lynda Biedrzycki, Office Services Coordinator Nicole Bauer, Treasurer Pam Reeves, Senior Financial Budget Analyst Bill Duckwitz, Health & Human Services (HHS) Committee Chair Gilbert Yerke, HHS Director Peter Schuler, Financial Budget Analyst Danielle Igielski, Human Resources Manager Jim Richter, and Senior Human Resources Analyst Renee Gage. Recorded by Mary Pedersen, County Board Office.

Ordinance 167-O-048: Expenditure Of Seized Funds – Amend The 2012 Sheriff’s Department Budget For Video Recording Equipment For Detective Interview Rooms
Severson, Gumm, and Johnson discussed this ordinance which involves using up to \$48,000 in undesignated seized funds to equip six detective interview rooms with digital video and audio recording capabilities. The equipment in two of the rooms is in disrepair and the equipment in the remaining three rooms is unreliable as it periodically shuts off during taped confessions. The sixth room is a “soft room”, currently not equipped, and will be equipped with this funding. Pre-ordinance, the undesignated seized fund balance is \$462,018. Future operating and maintenance costs for these items will be the responsibility of the Sheriff’s Department and will be absorbed within current and future base budgets of the department.

To answer Morris’ question, Gumm said the two rooms mentioned above currently are not operational. It was noted that other policing agencies are allowed to utilize these rooms.

MOTION: Morris moved, second by Zaborowski to approve Ordinance 167-O-048. Motion carried 7-0.

Resolution 167-R-004: Authorize The Department Of Parks And Land Use To Apply For County Conservation Grant Funds For Use In Marking Boundaries Of Hunting Lands Within Waukesha County Park Properties

Grimm discussed this ordinance which authorizes the Parks & Land Use Department to apply for a County Conservation Grant from the Department of Natural Resources (DNR) in the amount of \$4,400 to mark boundaries of designated hunting lands within County parks using signage, etc. This resolution authorizes an application only and if the application is approved by the DNR, additional County Board action would be required to appropriate additional expenditure authority.

MOTION: Nelson moved, second by Draeger to approve Resolution 167-R-004. Motion carried 7-0.

Ordinance 167-O-049: Appropriate Additional Revenues And Expenditures To The Medical Examiner's 2012 Budget

Biedrzycki explained this ordinance as outlined which involves appropriating \$88,000 of additional revenues to the 2012 budget which are expected to be generated from additional cremation permits and higher contract revenues from autopsies and tissue recoveries. These revenues will be used to pay for increased overtime and extra help, the purchase of additional medical services, laboratory tests, contracted coverage for autopsies, and medical and pathologist services. Biedrzycki distributed statistics on caseloads from 1992 through September 30, 2012 and autopsy analyses for 2011 and 2012.

MOTION: Nelson moved, second by Morris to approve Ordinance 167-O-049. Motion carried 7-0.

Ordinance 167-O-051: Cancel Unredeemed Checks Issued By County Treasurer

Reeves reviewed this ordinance which involves canceling 2009 unredeemed expense and payroll checks. The monies will be held in the unclaimed funds account until 2015. Any individual or entity in whose favor the checks were drawn shall have six years from the date of passage to have the check reissued without interest. Any funds still unclaimed after six years will be transferred to the General Fund. During the six-year period, the funds will be invested and the investment income earned will also be allocated to the General Fund. Reeves and the committee briefly reviewed the list of unredeemed checks which included the date issued, amount, payee, etc. Unredeemed checks for 2009 total \$5,039.47.

MOTION: Meyer moved, second by Nelson to approve Ordinance 167-O-051. Motion carried 7-0.

Ordinance 167-O-050: Approve 2013 Position Changes Through Creation, Abolishment, Reclassification, Retitle, And Approve Equity Adjustments

Richter and Gage were present to review this ordinance which included Table I (create and abolish positions), Table II (reclassifications), Table III (equity adjustments), and Table IV (title changes). The total estimated net tax levy impact is \$134,900. Each budgetary change is included in the respective department's budget. This ordinance was examined at length by the Personnel Committee.

MOTION: Morris moved, second by Draeger to approve Ordinance 167-O-050. Motion carried 7-0.

Discuss and Consider the 2013 Operating Budget for the Health & Human Services Department

Schuler and Yerke were present to review the proposed 2013 budget for the Health & Human Services (HHS) Department. Yerke noted the HHS Committee unanimously approved this budget. Revenues are down, services are up and staff are doing a great job navigating the "maze" of state and federal funding. Services remain stable and in some cases, subcontractors received small funding increases which has not happened in several years. Schuler warned of key federal funding sources at risk of being reduced or eliminated that would result in dire consequences. Schuler said he is happy to report the 2013 budget is similar to last year. It is stable primarily due to the passage of Act 10 on the state level, i.e., employee pension contributions. He said key focuses at the start of the year were for all managers to find ways to increase revenues while not decreasing services and maintain staffing levels.

The committee recessed at 12:06 p.m. and reconvened at 1:00 p.m.

Schuler went on to review the functional area budget highlights, financial summaries, activity data, and program highlights for each program area in the department. Igielski distributed copies of revised page 210 of the budget book (Aging & Disability Resource Center program highlights).

Total all departmental divisions, 2013 revenues are budgeted at \$39,777,945 – an increase of \$815,930 or 2.1% from the 2012 adopted budget. The County tax levy is budgeted at \$24,915,678 – an increase of \$135,000 or 0.5%. Expenditures are budgeted at \$64,693,623 – an increase of \$950,930 or 1.5%. The positions summary shows an increase of 1.13 for a total of 384.27 full-time equivalent (FTE) positions. This includes an increase in extra help (1.25) and a decrease in overtime (0.12). The number of regular positions remains the same at 366.06 FTE.

To answer Haukohl's question, Yerke said no amendments were suggested by the HHS Committee. Meyer expressed concern regarding state and federal mandates that have increasingly become more and more dependent on county tax levy to deliver and that the public is not aware of the pressure this puts on the budget. She would like a discussion of this matter to be put on a future agenda.

MOTION: Zaborowski moved, second by Slattery to tentatively approve the 2013 budget for the Health & Human Service Department. Motion carried 7-0.

Schedule Next Meeting Date(s)

- October 19 (all day; Morris absent)

Future Agenda Items

- Review the Internal Audit on How Federal Revenues are Expended in Health & Human Services
- Presentation on the Active Aging Program in the Aging & Disability Resource Center, in Partnership with the Milwaukee School of Engineering (Schuler)

Discuss and Consider Issues Presented at the October 17 Finance Committee Public Hearing

There was no discussion on today's public comments.

MOTION: Nelson moved, second by Draeger to adjourn at 3:03 p.m. Motion carried 7-0.

Respectfully submitted,

William J. Zaborowski
Secretary